

**BY THE ORDER OF  
THE COMMANDER HQ 436TH AIRLIFT  
WING (AMC)**

**Dover AFB Instruction 10-1001**

**15 December 1998**

**OPERATIONS**

**SUPPORT TO CIVIL AND FOREIGN  
AIRCRAFT USING DOVER AFB**



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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements policy and guidance from AFDPD 10-10 Civil Aircraft Use of United States Air Force Airfields and direction in AFI 10-1001 Civil Aircraft Landing Permits, AFI 21-101 Maintenance Management of Aircraft, AFJI 23-207 Aviation Fuel and Oil Issues to Contract, Charter and Civil Aircraft, AFMAN 23-110 USAF Supply Manual Basic Air Force Supply Procedures, T.O. 00-20-5 and DFAS-DER Cost and Fee Preparation Schedule. This instruction applies to the documentation, processing and reimbursement of support rendered by wing/base agencies to authorized civilian and foreign owned aircraft landing at Dover AFB.

**SUMMARY OF REVISIONS**

This instruction replaces DAFBR 400-1 Logistics Support of Foreign Military, Foreign Government, and All Civil Aircraft Not Under Contract to the U.S. Government dated 8 October 1986. It updates criteria used to authorize civil aircraft landings, identifies and provides wing/base units with requirements, guidance and procedures applicable to documentation and reimbursement of fee schedule expense incurred by wing/base units in the support of authorized civil and foreign aircraft landing at Dover AFB.

**1. General:** Headquarters USAF/XOOB is the authorizing agency for civilian aircraft landing permits. Owners of civilian aircraft must meet landing authorization requirements stipulated in AFI 10-1001 such as insurance and need. The Office of the Secretary of the Air Force for International Affairs, Disclosure Visits (SAF/IADV) is the responsible agency that authorizes foreign owned aircraft landings at USAF airfields.

1.1. Both higher headquarters agencies provide USAF installations with appropriate documents that prescribe, in most cases, the Aircraft Landing Authorization Number (ALAN), and indicate requested and authorized support for the aircraft upon landing at this airfield.

1.2. Base Operations/Airfield Management (OSAA) is the wing focal point to receive higher headquarters notification for civilian and foreign owned aircraft landing authorization documentation.

1.3. Wing Logistics Plans and Programs (XPL) is the executive agent for program oversight and OPR for this instruction.

**2. Responsibilities:** The Commander, 436 AW is responsible for compliance to this instruction.

2.1. All units or agencies providing support or services during aircraft landings are to document the cost of the resources expended or used.

2.1.1. In the absence of DOD, AF, Command standard fees for authorized service or support, develop local fee and payment schedules using the most current JAMAGs and ATA publications, manpower and resource cost data applicable to the service or support to be available.

2.1.2. Submit Fee and Payment Schedule inputs (initial and updates) to XPL for consolidation and coordination through Financial Management Analysis (FMA) and the Staff Judge Advocate (JA).

2.2. FMA and JA: Validate and adjudicate proposed Fee and Schedule inputs as reasonable and legitimate based on accepted DOD and AF standards, publications or criteria.

2.3. Wing Logistics Programs (XPL): Submit proposed fee and payment schedules to HQ AMC functional managers for their coordination

2.3.1. Publish and update, as needed, the fee and payment schedule as an attachment to this instruction for use by functional activities to levy charges for billing and reimbursement.

2.3.2. Periodically check (not less than semi-annually from publication date of this Instruction) functional activity documentation and reimbursement submissions for compliance.

2.3.3. Ensure functional activities are documenting civilian/foreign aircraft landing support requirements and submitting appropriate billing documents to DFAS for reimbursement.

2.3.4. Report findings from periodic functional activity checks to FM, Group/Squadron Commanders and Installation (Wing) Commander.

2.4. Group/Squadron Commanders: Ensure participating activities/agencies responsibilities are carried out IAW this instruction, applicable DOD guidance, current AF policy, and Joint instruction.

2.4.1. Develop internal controls that assure as a minimum, the following:

2.4.1.1. Current DOD policy, AF guidance and Joint instruction are used to carry out their functional support responsibilities.

2.4.1.2. Support provided to and billing submissions for each aircraft landing are thoroughly documented.

2.5. Chief, Base Operations/Airfield Management (436 OSS/OSAA) acts on behalf of the Commander, 436 AW to approve civilian owned aircraft landings when it is in the best interest of the government.

2.5.1. Granting landing authorization to civilian/foreign owned aircraft must be consistent with the intent of AFI10-1001

and cannot abrogate the requirement for owners to submit landing requests through HQ AF/XOOB or SAF/IADV.

2.5.2. Document landing request information IAW AFI 10-1001, paragraph 5.1.2.1 (below) and coordinate requested

support requirements with functional activities.

### 3. Tasked Units

**4. The following functional areas provide support, services or resources to civilian/foreign military owned aircraft authorized to land at Dover AFB, DE.**

FUNCTIONAL AREA	SQUADRON	GROUP
Aerial Port Services	436 APS	436 OG
Passenger Handling Equipment		
Fleet Service		
Aircraft loading/unloading		
Transient Maintenance/Alert	436 AGS	436 LG
Aircraft Servicing Maintenance Equipment		
Supply	436 LGS	436 LG
Parts		
Consumable		
POL Products		
Supplies		
Airfield Management	436 OSS	436 OG
Landing Fees		
Transportation	436 LGT	436 LG
Crew Movement on/off base		
Services	436 SVS	436 SPTGP In-flight Meals
Quarters		

4.1. Services not normally requested or provided but available should circumstances dictate:

FUNCTIONAL AREA	SQUADRON	GROUP
Security	436 SFS	436 SPTGP
Fire, Crash, Rescue	436 CES	436 SPTGP

4.2. Functional Activity: Develop a Fee and Payment Schedule input for each type of resource, service and support that is available. Paragraph 3.1.2 (above) Functional Area(s); Security and Fire,

Crash, Rescue is not required to develop cost data input until support in their area is requested. Cost to the requestor should be based on resources expended and manpower used to provide the services.

4.2.1. The Fee and Payment Schedule comprehensively represents the costs for support and services to be billed by the functional activity to the civil or foreign aircraft owner through DFAS Commercial Services, Wright-Patterson, Ohio.

4.2.2. Clearly, state the basis for costs and charges billed by the functional activity to the aircraft owners.

**5. Fee and Payment Schedule Cost Determination:** In lieu of higher headquarters established Fee and Payment Schedule cost data or determinant criteria, locally devised or derived costs from publications such as JAMAGs or the ATA will be used. Show the basis for or how each cost was determined in the Fee and Payment Schedule [Attachment 1](#).

**6. Documentation and Reimbursement:** The reimbursement process begins with the functional activity properly documenting and submitting appropriate forms or documents to their Group POC and FMA for validation. Once validated send the costs to the DFAS Commercial Services function at Wright-Patterson AFB, Ohio for billing to the aircraft owner.

6.1. Documentation: Each functional activity must document the cost or basis for cost of the support, service, materials or goods regardless of whether or not the support provided is reimbursable.

6.1.1. Use approved DD or AF Forms such as DD Form 1150, AF Form 1348-1, AFTO Form 349 or billing receipts to document charges to be billed; indicate charges as reimbursable or non-reimbursable.

6.1.2. Documentation: Maintain on file in the functional activity for a minimum of one (1) calendar year from date of service/support provided, or as stipulated by governing DOD and AF instruction, whichever retains the documentation longer.

6.1.3. Minimum information required to be documented by activities providing support or services:

6.1.3.1. Type or description of support, item number or NSN (if applicable) quantity and unit price (cost or cost basis)

6.1.3.2. Date support provided

6.1.3.3. Activity providing support

6.1.3.4. Approving official

6.1.3.5. Aircraft model-design-series-tail number-call sign, a/c name, country of origin

6.1.3.6. Complete owner address (for billing purposes)

6.1.3.7. ALAN

6.1.3.8. State reimbursable or non-reimbursable

6.1.3.9. Date submitted to Group POC, FMA or DFAS for reimbursement processing

6.2. Reimbursement: Reimbursable expenses specified under the ALAN are submitted by the functional activity to Financial

Management Analysis (FMA) for validation on appropriate DD/AF Forms with the required documentation listed in paragraph 5.1.2.1 above.

6.2.1. FMA validates charges for reimbursable expenses and provides information to DFAS (Commercial Services) at Wright-Patterson AFB, Ohio for actual billing to the customer.

6.2.2. DFAS (Commercial Services) processes billings according to DFAS instructions and informs FMA when billing/reimbursement is complete or if a problem requires resolution.

6.2.3. FMA: Notify the functional activity if further action is necessary to resolve issues or to complete reimbursement actions.

FELIX M. GRIEDER, Colonel, USAF  
Commander

## Attachment 1

## FEE AND PAYMENT SCHEDULE

## A1.Fee and Payment Schedule

## A1.1.Current as of 1 December 1998

A1.2.The Fee and Payment Schedule is a comprehensive list of services and related costs for support and services to be billed by the functional activity to the civil or foreign aircraft owner through DFAS Commercial Services, Wright-Patterson, Ohio.

A1.3.Each type of service, resource and support identified in the attachments below require a Fee and Payment Schedule input by the responsible activity.

A1.4.Clearly, identify the basis of each cost/charge for the services you list.

A1.5.In lieu of higher headquarters established Fee and Payment Schedule cost data or determinant criteria, use locally devised or derived costs from publications such as Maintenance and Ground Support Agreement (MAGSA), Air Transportation Association (ATA) publications, Air Force Manuals (JMAN), Instructions (AFI) or Technical Orders such as Tables to AFI 10-1001 or JMAN 23-110.

A1.6.Fire, Crash, Rescue and Security listed at attachment 1-7 do not require a fee charge or cost basis developed until the service is requested and provided.

## SERVICE PROVIDED

## PROVIDER

Aerial Port Services	436 APS
<b>Passenger Handling Equipment (Note 1)</b>	<b>TROP</b>

	FEE CHARGE	COST BASIS
Aircraft boarding steps	\$ 24.00 per ½ hour	ATA(Or fraction thereof)
In/Out baggage conveyor (Or fraction thereof)	\$14.80 per ½ hour	ATA
Baggage Cart and Tug	\$14.80 per service	ATA

**Note 1:** Man-hour rate charges to position or operate equipment are **not included in the basic fees** identified above because of variances in the civilian/military grade of the people accomplishing the task.

**Note:** ATA is the Air Transport Association, a mutually applied and agreed to set of costs for service and equipment use.

Fleet Service	TROF	
Potable Drinking Water	\$ 19.39 per service	ATA
Clean Flush Deodorize Toilets:		
a. Lavatory Service Truck w/ \$ 19.39 per service power		ATA

	<b>FEE CHARGE</b>	<b>COST BASIS</b>
b. Mini-Flush Cart w/o power	\$ 9.17 per service	ATA
Aircraft loading/unloading	TROO	
25/40/60K Loader (Or fraction thereof)	\$ 52.92 per ½ hour	ATA
Pallet Dolly –463L (Or fraction thereof)	\$ 9.17 per ½ hour	ATA
10K Forklift (Or fraction thereof)	\$ 14.80 per ½ hour	ATA
Cochran Wide Body Loader (Or fraction thereof)	\$ 63.49 per hour	ATA
44 Passenger Bus (Or fraction thereof)	\$ 16.49 per hour	ATA/O&M
5 Ton Tractor (Or fraction thereof)	\$ 19.01 per hour	ATA
Cargo Terminal (Note 2)	TROK	
Cargo Handling (Non-DOD)	\$ 570.00 per ton	DOD Instruction
(Non-U.S. Government)	\$ 578.00 per ton	DOD Instruction
<b>Note 2:</b> Charges billed separately and is a minimum cost per cargo ton.		
Pax Terminal (Note 3)	TROP	
Passenger Handling Service Non-DOD	\$ 93.00 per passenger	DOD Instruction
Non-U.S. Government	\$ 94.00 per passenger	DOD Instruction
<b>Note 3:</b> Charges billed separately and is a minimum cost per passenger.		
Transient Maintenance/Alert	436 AGS	

<b>Aircraft Servicing</b>	<b>LGGT</b>		
Follow-Me Vehicle	LGGT	\$ 25.00 per ½ hour	MAGSA
Air/Start Cart GTC	LGGT	\$ 37.90 per start	MAGSA
Light Cart	LGGT	\$ 13.00 per hour	MAGSA
Gaseous Oxygen Service	LGGT	\$ 10.00 per service	MAGSA

<b>Aircraft Servicing</b>	<b>LGGT</b>		
Liquid Oxygen Service	LGGT	\$ 16.00 per service	MAGSA
Generator AC Large	LGGT	\$ 40.00 per ½ hour	MAGSA
Compressor	Hi/Lo		MAGSA
LGGT	\$ 14.45		
per ½ hour			
<b>Maintenance Equipment</b>			
Deicing Equipment	LGGT	\$ 48.70 per ¼ hour	MAGSA
Heater	LGGT	\$ 47.15 per ½ hour	MAGSA
Nitrogen Cart	LGGT	\$ 15.00 per service	MAGSA
Air Conditioner	LGGT	\$ 27.00 ½ hour	MAGSA
Landoll	LGGT	\$ 50.00 per hour	MAGSA
Pettibone Crane	LGGT	\$ 40.00 per hour	MAGSA
Condor/Badger	LGGT	\$ 80.00 per ½ hour	MAGSA
Aerial Tower (Simon)	LGGT	\$ 47.15 per ½ hour	MAGSA
Non-Powered Maintenance Stands	LGGT	\$ 8.00 per hour	MAGSA
ManLift	LGGT	\$ 40.00 per hour	MAGSA
Vap Stand	LGGT	\$ 20.00 per hour	MAGSA
Acft Tow Tractor	LGGT	\$ 37.50 per ½ hour	MAGSA
Acft Tow Bar	LGGT	\$ 10.25 per hour	MAGSA
Jacks	LGGT	\$ 10.25 per hour	MAGSA

**NOTE:** MAGSA is Maintenance and Ground Support Agreement, which is mutually used by airlines to assess costs for maintenance and support to aircraft.

<b>Supply</b>	<b>436 LGS</b>		
Parts/Supplies		cost to USAF	AFI 23-110
Consumable		cost to USAF	AFI 23-110
POL Products	LGSF	JMAN 23-110 AVFuel (JP-8)	

Foreign Acft (Authorized Credit Sale) \$ 00.85 per GL AFI 23-110

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**NOTE 1:** AF Form 1995 (Fuel Issue/Refuel/De-fuel Document, Non-DOD) is used to record sale, processed through DFAS to the owning Embassy in the US for payment.



**Supply 436 LGS**

Foreign Arcft (Not \$ 00.85 per GL  
authorized Credit Sale)

AFI 23-110

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**NOTE 2:** Cash Collection Voucher (AF Form 1131) is used to record the cash or certified check (US Currency only) presented in payment by the aircraft commander for the sale of fuel. Cost includes a 2.2% tax (incorporates federal excise, AVFuel and leaking underground storage tank (LUST) taxes)

**Airfield Management 436 OSS**

Landing & Aircraft Parking Fees multiple fees

AFI 10-1001

Tables 3 & 4

Landing Fees (Joint Use Aircraft) \$ 20.00 per landing

Airfield Joint Use Agreement

**Transportation 436 LGT**

Crew Movement on/off base

LGTO

\$ 12.02 per hour

+ 00.62 per mile O&M Cost of a 29PAX Bus operated by an E-4

**Services 436 SVS**

In-Flight Meals

SVM

Cost + Surcharge

Cost per Meal

Quarters

SVM

Cost

Cost per

Occupant

**OPTIONAL SERVICES**

**These services are not normally provided, but may be made available if requested as circumstances or need require:**

FUNCTIONAL AREA	SQUADRON	FEE CHARGE	COST BASIS
Security	436 SFS/SFO	NOTE 1	NOTE 2
Fire, Crash, Rescue	436 CES/CEF	NOTE 1	NOTE 2

**NOTE 1:** Until support is requested, Security, Fire, Crash and Rescue do not have to develop cost/fee data.

**NOTE 2:** Cost to the requestor should be based on resources expended and manpower used to provide the services.